

# Lock Box

User Guide



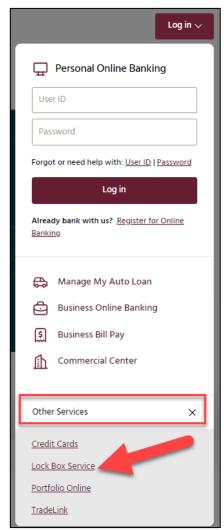
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# Login

- Access our website <u>www.mechanicsbank.com</u>
- Click the Log In button, select Other Services, then Lock Box Service



• To Log in for the first time, enter the User Name, Password and PIN number provided to you.



- User Names are not case sensitive.
- Passwords are case sensitive.
- Use your mouse and on screen keypad to enter your PIN number.



• After logging in the first time, click on Security, then Manage Profile to update your user profile and create a security question in case you forget your password or PIN.

Security Setup V Manage Profile

User Details					
First Name Address1	John	-	Last Name Address2	Doe	*
City			State	Select	~
Zipcode			Phone Number	800-555-1234	*
Email Address	johndoe@gmail.com				
Security Info					
Security Question	What was the make and m	c <b>~</b> *	Security Answer	honda accord	•

• Next, click on Security, then Change Password to change your password and PIN

Usemame	johndoe		
Change Password	D		
Current Password			
New Password			
Confirm Password	[	•	
Change Login PIN			SAVE
Current Login PIN		•	_
New Login PIN			
Confirm Login PIN	6		

- Click Change Password to change your password.
- Enter the current and new password.
- Click Change Login PIN to change your PIN.
- Enter the current and new PIN.
- Click the **Save** button in the lower right hand corner.

# Forgot Password or PIN

Username	_			*
Password				*
PIN				*
	2	1	8	
	3	9	6	
	4	5	0	
	7	Cle	ear	
<u>ote:</u> Please use virl				PIN No.

If you forget your Password or PIN, click on "**Forgot password** or **PIN**" in the lower left hand corner of the login screen.

FORGOT P	ASSWORD OF	R PIN
Usemane	1	* Required information
		SUBMIT O CANCEL

Enter your **Username** and click **Submit** 



and the second	What was the make and model of your first car?
Security Answer	
Change Password	0
New Password	
Confirm Password	
Change Login PIN	
New Login PIN	
Confirm Login PIN	· ·

Answer your security question then change the password and/or PIN.

#### **Exception Handling**

Items that need additional information to be processed (such as account number) are exceptions. You will receive email notification of any exceptions. Please note, profiles locked due to inactivity will *not* receive exception notifications.

After logging into the application, you will see a flashing message on the menu bar if you have pending exceptions.



Click on the flashing message to open Exception processing.

Client Name Off-Africa PROPERTY SAMAGEMENT	August Nata	Statics. Type Needs Exception Processing	Total Transaction 10	Open T by
Next, click on the icon				
Not Depicts Solds         USLB AR           USLB AR         USLB AR           Table Arup Trans         Image Transform           Their Soldsel Factor Free and Missels *******         Image Transform           Their Soldsel Factor Free and Missels ******         Image Transform           Mean         Annual Arup Free and Missels ******           Mean         Annual Arup Free and Missels ******           Mean         Annual Arup Free and Missels ******           Mean         Annual Arup Free and Missels *******           Mean         Annual Arup Free and Missels *******           Mean         Annual Arup Free and Missels *******           Mean         Annual Arup Free and Missels ********	1872 	Name     Image: State		

The remarks will state why the transaction was sent to exceptions. The user will need to fill in the missing data fields and select update when finished. By clicking on update and completing the item(s) – they are then sent back into the queue for balancing by the bank.





**Previous & Next** – Allows the operator to go back to the previous transaction or next. By choosing NEXT, the operator can advance to the next available transaction within the batch, without satisfying the requirements of the "skipped" document. The batch cannot be completed until all skipped and unprocessed transactions are completed.

**Update** – Edits and accepts the data entry of a given transaction and advances to the next available transaction. This is the equivalent of hitting the ENTER key on the keyboard. Refresh – Re-displays the original information for the currently displayed transaction.

**Remove/Return** – If a user determines the exception item must be returned, they will select this option and fill in the remarks and select save.

**List Batch** – Accesses the current batch window, displaying all transactions that have been processed within the batch. Place and click the mouse pointer on the line of any chosen transaction to re-open the transaction in the processing window displaying that transaction and making it available for review, edit and correction.

**Close Batch** – Exits the batch processing window and returns the user to the Batch List screen. Once the batch is selected again, the user will pick up where the batch was left off.

#### View Files and Reports

Reports V Contact	L.				
View Files/Reports					
	-				
Search Files/Reports	Details				
Bank Name	ALL	~	Client Name	ALL	V
Account Name	ALL	~	From Date	05/04/2016	To 05/04/2016 *
	******				

Enter a date range and click

QSEARCH

A list of available reports appears.

Report Name	Report Date	Generated Date	Downloaded Date	Downloaded By	Select All	Action
tmm.pdf	01/25/2016	01/25/2016 15:31:52				
tmr.pdf	01/25/2016	01/25/2016 15:31:53			U	8
trive ty pdf	01/25/2016	01/25/2016 15:31:53			0	8

- Click the checkbox for each report you want to view, or click Select All, then click
- Reports will open in a separate tab in your browser.

VIEW REPORT



	Re	emittance Report		
Bank Name :	THAT CLASS BARK	Client Name :	CITATION PROPE	RTY MANAGEMENT
Account Name :	CITATION PROPERTY MGMT	Report Date :	01/25/2016	
		Date Printed:	01/25/2016 Pa	age 1 of 1
Batch/Seq	Name	Check #	Check Amt.	Remit Amt.
73/2	LILLS AIR	001672	345.00	345.00
73/3	MICHAEL KARELS	2285	220.00	220.00
2261 / 1	GLASS ROBER	1798	210.00	210.00
2261/2	RIGLER ROBB	1755	165.00	165.00
2261 / 3	RIKER ROBER	1648	165.00	165.00
2261 / 4	PURCELL RON	1722	210.00	210.00
2261 / 5	FONTENOT DA	1217	145.00	145.00

• Click the checkbox for each report you want to view, or click Select All, then click

DOWNLOAD FILE

Depending on your browser clicking Download File may prompt you to open or save the file, or it may automatically download the file.

Choosing Save will download the files in a zip format to your default download folder. The report listing will be updated with the download date and time and the user who downloaded it.

#### Research



• You can search transactions based on any field that is being tracked for your account. Choose a date range, enter any additional search criteria, then click Search.

Bank Name From Date	THR THR CLASS 01010016 *	BANK + *	Client Name To Date	OPM-OTATION PROPERT* *		Account Name Batch Number	CP	NI CITATION PROPERT •
Check Data			_	Check Senal #			-	
Remitance #				Check Amount	- 1	8		
Remittance Name		10		Association ID		Select		
Remit Amount	5							

• In the above example the system will find all transactions between January and April 2016 where the check amount contains a "5" and the remittance name contains the consecutive letters "ab". Results are displayed below.

Remit Amount	Association ID	Remillance Nome	Check Amount	Remitiance #	Check Serial #	Check Data	Battan Carto	Run No	Batch No.	i See	Sear.
\$175.00	GRA-GREEN ACRES HOA	WILL BABOOCK	\$175.00	1053	2053	20023024425425	01010016	10055	10065	1	R
\$ 165.00	GRA-GREEN ACRES HOA	WILL BABOOCK	\$1965.00	1053	1962	230236264825875	84110916	10060	10008	7	12
196-0	GRA-GREEN ACRES HOA	SEABORNE HU	P105.00	5638	1676	3012201068100	0105000	2204	22991	10	
1250.00	GRA-GREEN ACRES HOA	ADDOTT TAUN	1210-00	1010	2013	0225030630300036	01050016	2063	2001	20	
1/75.0	GRA- GREEN ACRES HOA	WILL BARCOCK	\$175.00	1003	2063	236236264625876	64600996	1937	1107		R
\$175.0	GRA- GREEN ACRES HOA	WILL BABCOCK	\$175.00	1053	2953	2010/06/4825875	64/07/2016	107	107		8



- Enter more specific information to obtain more specific results. Entering 175.00 in the check amount field will narrow the results to check amounts containing 175.00. Click the checkbox to the left of the transaction of any image you want to view or download or click the checkbox next to "Select" to select all transactions.
- Click View Image to view the first transaction image. Click the right arrow to view the remittance document.

WILL BABCOCK	2053
1234 Any Street Your City, State 12345	Date
Pay to the Green Acres HOA	\$175.00
One Hundred Seventy-Five and OO/cor	Dollars
Ramit	
Memo Printed by SouthDate, Inc.	SAMPLE - VOID - DO NOT CASH
«226235264« A25875	5# 2053
	A 15 2 2 0
6 GRA 1053	JUN 1, 2005 \$165.00
when sharin surveille to	After Pay This Amount
Ireen Acres HOA	JUN 15, 2005 \$175.00
Sample Provided By: SouthData, Inc.	for Technology Mgmt. Recourses
	Bennar Hinlander at Disagane weite Hery Januarent
	NU RU DI DU DU DU DI
~ ~ ? ?	

\_\_\_\_\_ Rotate 90° Right, Rotate 90° Left, Zoom In, Zoom Out, Flip Image (rear),

Previous Image, and Next Image.

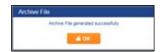
• Click Download Zip to create a searchable archive of the selected transactions.



• Create a password for the archive file.



• Click **OK**. Your web browser will prompt you to Open or Save the file.



- After saving the zip file, extract the files and double click on Archive.exe. If prompted, click Run. Choose Archive.mdb.
- Enter the password you created and click login.

Archive Login	
Login	
Password	



54	earch Records Date Remittance No Remittance Name Check Data Check Serial Amount							Order By					
Fn	om 01/01						Date	DocId 🔘 Remitt	ance No 🤅	Check Data	Check Serial	Amount	
То	05/04	/2016					_			Search	Clear	Cancel	
_	Select	Batch Date	Check Data	Check Serial	Check Amount	Remittance No	Remittance Name	Remit Amount	Batch	RefDoc1D	Associatio	n ID	
		01/21/2016	226235264825875	2053	\$175.00	1053	WILL BABCOCK	\$175.00	10065	8	GRA - GREEN AC	RES HOA	
	10	04/11/2016	226235264825875	1952	\$165.00	1053	WILL BABCOCK	\$165.00	10069	7	GRA - GREEN AC	RES HOA	
	10	04/07/2016	226235264825875	2053	\$175.00	1053	WILL BABCOCK	\$175.00	1937	8	GRA - GREEN AC	RES HOA	
	10	04/07/2016	226235264825875	2053	\$175.00	1053	WILL BABCOCK	\$175.00	937	8	GRA - GREEN AC	RES HOA	

• You can now search on the selected transactions. Click the checkbox under Select to select transactions to view then click Preview.

DOWNLOAD IMAGE

• Clicking **Download Image** prompts you to burn the images to a DVD.